



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	Chief, Training and Development
JOB ANNOUNCEMENT NUMBER	15621
SALARY RANGE	\$124,995 - \$157,100 annually
OPEN PERIOD	6/24/2014 – 7/15/2014
POSITION INFORMATION	Permanent-Internal or Rotational
DUTY LOCATION	McLean, VA
WHO MAY APPLY	US Citizens
SECURITY CLEARANCE	TS/SCI with CI Polygraph
SUPERVISORY STATUS	No
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	No

ORGANIZATIONAL MISSION:

This announcement advertises a GS-15 position. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.

Component Mission:

The Mission Support Directorate (MSD) provides its customers with a full range of support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. MSD staff provide proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on cost value. MSD services include Human Resources, Information Management, Information Technology and Infrastructure, Financial Resources, Contracting, Security, Support Policies, and Facilities Management. To achieve efficiency, MSD also brokers support from other agencies for additional services, including logistics, travel and medical support. To ensure ODNI customer satisfaction, MSD conducts performance management and quality assurance reviews for each business area.

Office Mission:

MSD Office of Human Resources (HR) supports the Office of the Director of National Intelligence (ODNI) by managing HR programs, processes, and policies. HR develops and implements effective, efficient, and proactive HR programs, policies, and services in support of the organization's mission and management decisions. HR also develops and implements policies, practices, and processes that ensure the ODNI is supported effectively in the areas of recruitment and staffing, position management, performance appraisal and management, compensation and benefits programs, employee development, and employee relations.



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DUTIES:

Major Duties and Responsibilities:

Provide strategic and tactical oversight of the design, development, delivery, evaluation, and effectiveness of training, education, and employee development programs throughout all ODNI components.

Lead, direct, and support ODNI's Training Policy and Instructional Guidelines, as well as the development of tools and resources for staff and management, to include web pages and instructional and reference materials.

Identify, develop, and implement training to address skills-based training deficiencies.

Develop and implement strategies to increase ODNI's involvement in senior schools/quota programs, and oversee and coordinate the internal nomination and selection process.

Oversee the ODNI mentoring program, ODNI's participation in the Pat Roberts Intelligence Scholars Program (PRISP), the Foreign Language Program, and the Success Strategies for Supervisor's course.

Coordinate with ODNI's Chief Human Capital Office and the National Intelligence University in the development and implementation of IC Human Capital initiatives.

Facilitate training needs assessments in order meet mission imperatives and ODNI workforce requirements.

Liaise and collaborate with IC agencies on existing and potential training and employee development initiatives that may be of a benefit to the ODNI staff.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Required Knowledge, Skills and Abilities (KSAs):

Extensive experience overseeing professional and executive level programs in the Federal, public, and private sectors and exceptionally strong ability to conceptualize, develop, lead, administer, evaluate, and revitalize such programs.

Excellent knowledge of broad human resources practices and policies, and detailed knowledge of OPM and IC workforce development requirements, particularly in the Senior Executive Service (SES) and Senior National Intelligence Service (SNIS) program areas.

Extensive strategic visioning, tactical planning, organizational, and leadership skills, with proven ability to effectively and efficiently develop, implement, and administer programs to achieve ODNI objectives.

Strong creativity and negotiation skills and ability to initiate and implement necessary plans and programs to ensure legal and regulatory compliance.

Excellent oral and written communication and public speaking skills, including ability to clearly convey complex information and ideas both to senior management, peers, customers, and supervised staff.



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HOW YOU WILL BE EVALUATED:

You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

BENEFITS:

Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**

OTHER INFORMATION:

You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

HOW TO APPLY:

*****HOW TO APPLY*** (PERMANENT-INTERNAL APPLICANTS)**

Permanent-Internal: Refers to only those who are current ODNI cadre employees. Permanent-internal status does **NOT** include Staff Reserve employees.

If selected, ODNI permanent internal applicants would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.***

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.



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A complete application must include the following:

- a. RESUME - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name, address, telephone number, and email address.
- b. KSA's (Knowledge, Skills, and Abilities) - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.
- c. PERFORMANCE EVALUATIONS – Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- d. COVER LETTER – a separate document that acts as a supplemental to your resume, explaining the contents of your application package and allowing for an opportunity to further elaborate upon your submission.
- e. Reference the vacancy number you are applying to in the subject line and on each document submitted.
- f. NOTE - Applications should be sent to either **DNI-MSD-HR-RR** (lotus notes, classified system) or recruitment@dni.gov (unclassified). All attachments should be in Word or PDF format.

Your application **MUST** be received by the closing date of the announcement. Applications received after the close date will **NOT** be eligible for consideration.

Applications should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call (703) 275-3663.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

*****HOW TO APPLY*** (DETAILEE APPLICANTS)**

DETAILEE: A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

SF-50 – All current Federal Government employees must submit a copy of their most current SF-50.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.



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Any application submitted directly by an IC employee to the gaining element will not be considered.

WHAT TO EXPECT NEXT:

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AGENCY CONTACT INFO:

ODNI Recruitment

Phone: (703)275-3663

Email: RECRUITMENT@DNI.GOV

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.